

Connecticut General Assembly
JOB OPPORTUNITY
Financial Accounts Payable Analyst

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE
BOTTOM OF THIS PAGE**

Open To: The Public
Location: Hartford – On site
Salary: Starting Salary \$48,926 plus State Pension and Health Benefits
Closing Date: December 6, 2021, 5:00 p.m.

General Knowledge:

The Office of Legislative Management is seeking to fill a nonpartisan Financial Accounts Payable position. The selected individual will perform a wide range of accounting duties including: processing accounts payable and accounts receivable transactions, recording complex journal entries, reconciling payroll and month and fiscal year-ends, preparing financial statements, producing monthly financial reports, reconciling invoices for payments and analyzing grant accounts. This position also assists higher level staff as needed.

Minimum requirements: High school diploma, two years college-level or business school courses and at least two years of advanced clerical experience in bookkeeping, financial recordkeeping, or purchasing or any equivalent combination of education and experience.

Application Instructions:

Please send a cover letter and resume via email to CGAEmployment@cga.ct.gov indicating Accounts Payable Analyst Search Committee in the subject line. Interested applicants must apply by 5:00pm on December 6, 2021.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.